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MAR 28 1954

**MEMORANDUM FOR:** Acting Deputy Director (Administration)  
**FROM :** Chief of Logistics  
**SUBJECT :** Agency Records Center Project  
**REFERENCE :** Memorandum of Addressee, same subject,  
dated 26 February 1954

1. Pursuant to receipt of reference memorandum, an investigation has been made to determine the feasibility of using existing facilities for the housing of the Agency's bulk records. In making this investigation, consideration has been given to the following possible solutions:

a. Assignment by the Department of Defense or General Services Administration of space owned or operated by them.

b. Use of a portion of the [ ] Warehouse presently assigned to the Agency.

25X1A

c. Use of the Government-owned warehouse located on privately owned land in [ ] presently occupied by the Records activity.

25X1A

d. Use of the warehouse located [ ] Avenue, presently occupied in part by TSS.

25X1A

e. Use of the [ ] presently destined for use by TSS.

25X1A

2. Based upon stated requirements of the users, all investigations were limited to locations within an approximate [ ] radius of Washington.

25X1

3. In light of the extremely short period remaining for commitment of Fiscal Year 1954 funds for construction and the probability that a new building could not be completed by the end of the calendar year, consideration has been given to the probable need to extend existing interim arrangements or to make new interim arrangements.

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4. Following is a discussion of the various possibilities which offer themselves:

a. Inquiries directed individually to the Departments of the Army, Navy, and Air Force and to the Marine Corps yielded a single possibility. All other results were negative. The Navy proposed use of a warehouse of 50,000 square feet located at Brandywine, Maryland. This building and grounds are Government-owned and have recently become excess to the Navy's needs. Partial use of the premises is under consideration by the Air Force. Contact with the Air Force indicates that their principal interest is in the surrounding fenced area (approximately 10 acres) and that a joint occupancy of the premises could be worked out, with the possible advantage of sharing security costs. General Services Administration proposed the use of one or two bays of the [redacted] Warehouse presently assigned to another agency but which could be reassigned to CIA. Available area would be in units of approximately 17,500 square feet. It appears probable that if justified one entire self-contained unit (i.e., an area separated from the rest of the building by fire walls) of approximately 53,000 square feet could be taken over. The compartment immediately adjacent to that offered by GSA is occupied by Government records.

25X1A

b. Use of a portion of the CIA warehouse [redacted] was considered as having the advantage of reducing the cost of necessary security measures, since undoubtedly some considerable area is occupied by material which could safely be placed in the common warehouse and would require no security guard.

25X1A

c. Extended interim use or permanent use of the [redacted] Warehouse would have the advantage of eliminating an additional move to a permanent location or a double move to a new interim location and later to a permanent location. Cost of each move is estimated by Records personnel at \$1.00 per cubic foot, including disassembly and re-erection of shelving. Purchase of that portion of the property on which the warehouse stands would have the added advantage of affording the Government the opportunity to recover the value of the building.

25X1A

d. Use of [redacted] is regarded as impractical since the cost of work required to be done would be out of proportion with the value to be realized from a non-Government-owned property.

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a. Use of the [ ] is not considered feasible, in light of the present plan for occupancy by TBS. If this is subject to change, a further investigation could be made. The building contains approximately 35,000 square feet of space and could be adapted to the purpose at a much lesser cost than is presently estimated for adaptation to TBS needs.

25X1A

5. A tabulation of the factors involved in the above considerations is attached hereto as Exhibit A. Attention is invited to the disadvantage common to all of the above listed buildings, with the exception of the [ ] in that they are not of fireproof construction, as would be the proposed new building. This may be regarded as only a relative disadvantage, in that fireproof walls and ceilings could be added and other effective precautions taken.

25X1A

6. The above possibilities have been considered as alternatives to construction of a new building. In each instance additional cost would be involved for alterations to meet physical security and other requirements, and continuing security guard costs. With the exception of the Brandywine Navy Warehouse and the [ ] these expenditures for alterations would go into leased property in addition to the continuing rental costs. None of the possibilities considered will meet the requirements as adequately as a new building designed for the purpose, for over-all reasons of complete fireproof construction, suitable location, efficiency of internal operations and attendant maintenance, security and expandability. Further, none of these properties offers substantial operational advantages over the presently occupied [ ]

25X1A

7. In light of these considerations, the following recommendations are submitted in order of preferability:

a. Construction of a new building.

25X1A

b. Retention of [ ] Warehouse.

25X1A

8. Acceptance of the first recommendation will entail extension of the present interim occupancy of [ ] Warehouse, pending completion of the new building. Assurance of completing all necessary elements of design and effecting award of a lump sum construction contract by 30 June 1954 is extremely limited. It is therefore necessary that funds be made available and negotiation of an architect-engineer contract be effected immediately to accomplish minimum necessary planning within the remaining available time.

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9. Acceptance of the second recommendation entails provision for long term tenure of the property on which the warehouse stands, either by lease or purchase (through condemnation proceedings, if necessary) and physical alterations required to suit the building for permanent occupancy. This solution would eliminate the need of providing for interim arrangements.

10. It is recommended that funds be authorized for the design and construction of a new records center building as previously approved by the WAC.

JAMES A. GARRISON

Attachment

RE/CLM/Map/jm (12 March 1954)

Distribution:

- Orig. & 1 - Addressee
- 1 - RE (Official File)
- 1 - RE - Chrono
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Retyped (17 March 1954)

CLM/ATD/jm

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